UNIVERSITY *of* HAWAIʻI *at* MĀNOA
WILLIAM S. RICHARDSON
SCHOOL OF LAW

TAKE HOME EXAM INSTRUCTIONS: USING EXAMSOFT

You will be using the Examsoft student portal to download your take home exam questions and to upload your exam answer and Honor Statement. Note: You will <u>not</u> be writing your exam answer in Examplify.

Take home exams must be completed within the final exam period, **Thursday, May 2, 9:00AM to Friday, May 10, 12:00PM, Noon**. You may download the exam and submit your exam at any time during the exam window provided to you on the Students page, as long as you respect the time constraints of the exam (i.e. 24-hour timed exam) and complete the exam by the stated deadline, May 10, 12:00PM, Noon. Please understand that our office will be available to respond to questions about the exam during regular business hours, M-F, 8:30AM-4:30PM.

STEP 1: DOWNLOAD YOUR TAKE HOME EXAM & HONOR STATEMENT
If your professor has already released the take home exam question to you, follow the steps to download the Take Home Honor Statement.

1. Go to http://www.examsoft.com/hawaiilaw.

2. Locate the **Exam Takers** login box on the left side of the page and enter your Examsoft ID number and password.

    Reminder: Your Examsoft Student ID: 9 + UH Student ID Number
    *   Your Examsoft Password: UH Student ID Number*

    Example: If your UH student ID number is 12345678, your Examsoft Student ID is 912345678 and your Examsoft Password is 12345678.

3. Click on the **Courses** tab. This will show a list of active courses in which you are enrolled. (Do <u>not</u> click on Assignment Dropbox.)

4. Locate the title of the course which you will be completing a take home exam. Under the Notifications/Actions Required column, click **Action** next to 'Download the Instructions/Assignment.' **Do not click Action until you are ready to take the exam.**

IMPORTANT: **Once you click Action, the time will begin to take the exam.** If you try and cancel the file download, the time stamp will have already occurred. You may view the date and time you downloaded the exam under the 'Download Date' column.

5. The download Exam File pop-up window appears. Click **Download Assignment**.
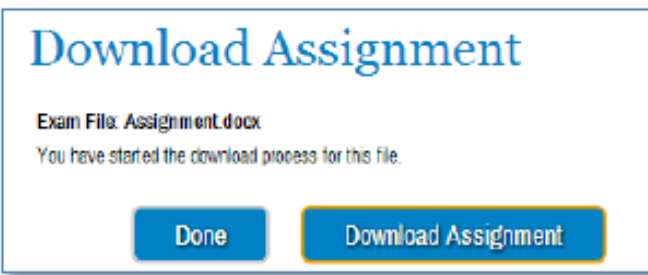
6. Save the exam file on your laptop.

IMPORTANT: **You will only be able to download the exam once** so, be sure to remember the path where the exam file is saved or print the exam because you will NOT be able to access the document again.

7. Once the file has been downloaded, click **Done** in the Download Assignment pop-up window.

8. Repeat steps 3-7 to download the Take Home Honor Statement.

9. Click **OK** and close out of the Examsoft portal.

Note: After the file has been downloaded, the **Upload** button (green arrow pointing up) will appear next to the exam name. You can only upload your exam once so do not click on this button until you are ready to submit your file.

STEP 2: COMPLETE THE HONOR STATEMENT

1. Save the blank Take Home Honor Statement to your laptop. Close and reopen the saved document.

2. Review, complete, save, and rename the completed Honor Statement onto your laptop.

IMPORTANT: You must submit the Take Home Exam Honor Statement at the time you submit your take home exam answers. **Failure to submit the Honor Statement by the stated deadline may result in you receiving no grade or an 'F' for the course.**

STEP 3: FORMAT YOUR TAKE HOME EXAM ANSWER DOCUMENT

After you have typed your exam in Word (or another word processing application), save the document with the following information:

1. Insert the course name and your exam number into your document's header or footer on every page of your answers. Example: Civil Procedure II Take Home –218123.

IMPORTANT: **Do not include your name, UH student ID number, or any identifying information other than your exam number in the header/footer.**

2. Insert page numbers into the document's header or footer on every page of your answers and include the total number of pages. Example: 1 of 10, 2 of 10, 3 of 10, etc.
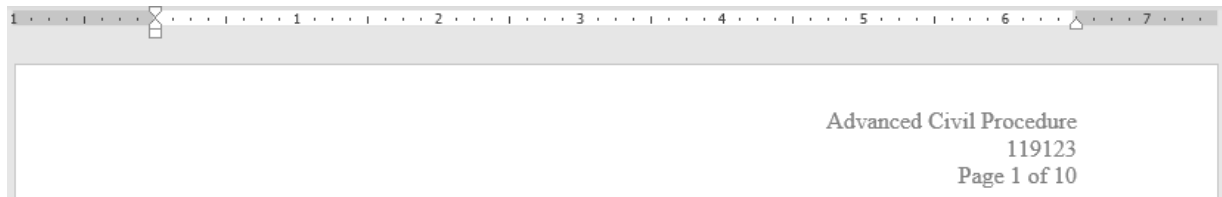
3. Be sure to follow any formatting or page limitations that your professor may have included in the exam instructions.

4. Save your document using only the course name and your exam number when you save the answer file. Example: Civil Procedure I Take Home – 119123

IMPORTANT: **Do not include your name, UH student ID number, or any identifying information other than your exam number when you save the answer file.**

5. Exam answer files must be submitted as a **Word** or **PDF** file unless otherwise noted in the take home exam instructions.

STEP 4: SUBMIT YOUR TAKE HOME EXAM & HONOR STATEMENT

IMPORTANT: **Begin the upload process at least 30 minutes in advance of the deadline to allow for any unforeseen technical issues.**

1. Go to http://www.examsoft.com/hawaiilaw.

2. Locate the Exam Takers login box on the left side of the page and enter your Examsoft Student ID and password.

3. Click on **Courses** and then click **Action** next to 'Upload Assignment' (the green arrow pointing up) next to the exam that you will upload.

4. On the pop-up window, select **Browse** and locate the correct file.

IMPORTANT: Be sure you have selected the correct file to upload. **Only ONE answer file may be uploaded ONCE.** In addition, you will NOT be able to preview the file in the system prior to submission, view the file after it has been submitted, or, upload a different file after it has been submitted.
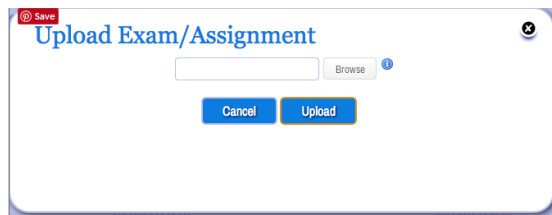
5. Once you have located the appropriate answer file, select it and click the **Upload** button.

6. You can confirm your upload by reviewing the **Upload File Name** column in the list of Assessments.

You can view the file name here.

NOTE: If you upload your exam answer after the upload deadline, your assignment will upload successfully; however, our office will be notified that it is a late submission.

7. After you have uploaded your exam answer, repeat STEP 4 to upload your Honor Statement.

8. After you have uploaded your exam answer and Honor Statement, click **Done**. Close out of the Examsoft portal.

QUESTIONS

The Law Registrar's Office is available to respond to answer any exam questions during regular business hours (M-F, 8:30AM-4:30PM). To contact us, you may email lawexams@hawaii.edu, call 808.956.7966, or stop by the first floor administration desk.

Examsoft Technical Support is also available at support@examsoft.com or 866.429.8889.

If for any reason you are unable to submit your exam via Examsoft, please email your answer file and notify our office immediately at lawexams@hawaii.edu.